

Subject
25-1270

RESTRICTED

9 February 1952

OGC Has Reviewed

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Time and Attendance Certification
by Fee Basis Consultants

1. Under [] consultants now certify on their vouchers that they receive no compensation from other Government agencies for the days on which they are paid consultant fees. This is appropriate in all but those few cases where an intermittent consultant on a fee basis is entitled to draw retirement pay from one of the Services as well as his consultant's fee. In those cases the certification should read as follows:

"I certify that for the days covered by this report, during which I performed services as an intermittent consultant on a fee basis with the Central Intelligence Agency, I have not received nor will I claim compensation from any other Government agency with the exception of retirement pay from the United States Navy." (Army or Air Force can be substituted for Navy as appropriate.)

2. This certification was suggested by the Chief of the Fiscal Division and has been concurred in by the GAO representative. It would seem appropriate to amend Regulation [] accordingly.

LAWRENCE R. HOUSTON
General Counsel

OGC/LRH:mls

Distribution:

Orig - DD/A

cc - Exec Ass't to Director

25X1A

cc - ONE, Attn: []

cc - []

cc - Personnel Director (Att: Mr. Meloon)

cc - Personnel Division []

25X1A

RESTRICTED

<div style="display: flex; justify-content: space-between; font-weight: bold;"> UNCLASSIFIED RESTRICTED C CONFIDENTIAL SECRET </div> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Executive Assistant to the Director		
2	Attn: 		
3			
4			
5			
FROM		INITIALS	DATE
1	General Counsel		
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>			
REMARKS: In the future it would be appropriate to use this new certification for reports.			
LAWRENCE R. HOUSTON			
<div style="display: flex; justify-content: space-between; font-weight: bold;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

FORM NO. 30-4
SEP 1947

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UNCLASSIFIED RESTRICTED C IDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	25X1A	INITIALS	DATE
1	ONE - Attn: 		
2			
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4			
5			
FROM		INITIALS	DATE
1	General Counsel		
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: **In the future it would be appropriate**
 to use this certification for

LAWRENCE R. HOUSTON

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UNCLASSIFIED RESTRICTED C IDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
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4			
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FROM		INITIALS	DATE
1	General Counsel		
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

Would you bring this to the attention of the person who prepares your time and attendance reports until you are transferred to a staff position.

LAWRENCE R. HOUSTON

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Personnel Director		
2	Att: Mr. Maloon		
3			
4			
5			
FROM		INITIALS	DATE
1	General Counsel		
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: **have been informed.**

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25X1A

<div style="display: flex; justify-content: space-between; font-weight: bold;"> UNCLASSIFIED RESTRICTED C IDENTIAL SECRET </div> <div style="text-align: center; font-size: small;">(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</div>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Personnel Division		
2	Att: 		
3			
4			
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FROM		INITIALS	DATE
1	General Counsel		
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>			
REMARKS: <div style="display: flex; align-items: flex-start;"> <div style="width: 15%;">25X1A</div> <div style="width: 35%; border: 1px solid black; flex-grow: 1;"></div> <div style="width: 50%; padding-left: 10px;"> has been informed on this point. </div> </div>			
LAWRENCE R. HOUSTON			
<div style="display: flex; justify-content: space-between; font-weight: bold;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	DD/Administration		
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FROM		INITIALS	DATE
1	General Counsel		
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS: At present this applies so far as we know only to [redacted] and temporarily to [redacted] their offices are being notified.</p> <p style="text-align: right;">LAWRENCE R. HOUSTON</p>			
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25X1A

OFFICE MESSA			
(DATE)			
TO:			
NAME (PERSON CALLING)		IN PERSON	
		TELEPHONE	
A. OF ONE		P. M.	
TELEPHONE		RETURNED YOUR CALL	
NO.	EXTENSION	WILL CALL AGAIN	
	552	PLEASE CALL	
REMARKS:			
<p>Does this certification apply to [redacted] who is drawing retirement pay as a retired Foreign Service Officer of the Department of State?</p> <p><i>Yes. LPH</i></p> <p><i>adjust for State.</i></p>			
FORM NO. 36-9 SEP 1946		RECEIVED BY [redacted]	25X1A

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